



VACANCY ANNOUNCEMENT

FY13-L01r

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The U.S. Embassy in Luxembourg is seeking an individual for the position of

CLO COORDINATOR

- Open to:** U.S. Citizen Eligible Family Members (AEFMs) – All Agencies
Click [here](#) to see the list of definitions
- Position:** CLO Coordinator, FP-05*
*grade level to be confirmed by the FLO Office in Washington
- Opening Date:** November 20, 2012
- Closing Date:** December 5, 2012
- Work Hours:** Part-time schedule (20 hrs/week)

NOTE: ALL APPLICANTS MUST BE ABLE TO OBTAIN AND HOLD A TOP SECRET SECURITY CLEARANCE.

Basic Function of Position

The CLO is responsible for developing and managing a comprehensive post program based on community demographics and post specific needs. The program focus is to maintain and enhance morale at post. CLO identifies the needs of the post community, especially in the area of dependent education, and responds with targeted programming, information and resources, and referrals. The CLO serves as the community advocate for employees and family members, advises post management on quality of life issues, recommends solutions, and advocates for employee/family friendly post policies. The CLO also serves as the chief advocate for family member employment.

The main CLO Coordinator duties are:

- **Community Liaison:** In support of Post's needs, the CLO maintains contact with Post groups and offices, as well as the host country and extended community organizations. Liaison should include visits to offices and facilities, participation in meetings and membership on boards and committees as appropriate.
- **Employment liaison:** The CLO provides information on employment opportunities within the Mission and the local economy. Works closely with HR and local organizations in the identification of job opportunities. Is the chief advocate for family member employment at the Embassy.
- **Education liaison:** Liaises with schools used by post families and is attentive to issues related to dependent education. Maintains information on all schooling options and responds to queries. Provides education reentry support to those families returning to the US. Prepares annual school report and GRASP report
- **Guidance and Referral:** Provides confidential support to individuals and groups within the community regarding divorce, spouse/ child abuse, adoption, death and mental health concerns.
- **Program Management:** The CLO is the primary resource on and organizer of community events. Gathers and maintains information of interest to the community. Maintains an active calendar of morale enhancing programs to reach all demographics in the Tri-Mission's community.
- **Events planning:** Develops and implements programs to enhance post morale in American, Luxembourg's and European culture and traditions, Holidays,...

- **Crisis Management:** Organizes security/contingency/emergency planning seminars and town hall meetings to disseminate information and ensure emergency preparedness.

Qualifications Required

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** High school degree.
- 2. Experience:** A minimum of three years experience in an area involving customer service, working with all levels of staff.
- 3. Language Requirements:** Fluency (level IV) in reading, writing and speaking English.
- 4. Job Knowledge:** Good working knowledge of MS Office (Word, Excel, PowerPoint). Familiar with publishing layout and design features. Knowledge of desktop publishing software.
- 5. Skills and Abilities:** Excellent interpersonal oral and written communication skills. Ability to be resourceful and creative. Good typing skills.

Selection Process

Qualified U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans receive preference in hiring. Therefore, it is essential that the candidates address the required qualifications above in the application.

Additional Selection Criteria

How to Apply

Interested applicants for this position must submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit Application to

<http://belgium.usembassy.gov/jobs.html>

CLOSING DATE OF THIS POSITION: December 5, 2012

The U.S. Embassy in Luxembourg provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.